

DRAFT
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
24 November 2003

PRESENT: Nancy Amato, Chairman
Cynthia A. Herman, Vice-Chairman
Noreen A. O'Connell, Member
Gary Daniels, Member
Len Mannino, Member
Katherine E.L. Chambers, Town Administrator
Darlene J. Bouffard, Recording Secretary

1. CALL TO ORDER: Chairman Amato called the meeting to order at 5:30 p.m.

2. MINUTES: The minutes of the November 10, 2003 meeting were presented to Chairman Amato for review. Vice-Chairman Herman requested a change to Page 4, line 49 to remove the word "but"; a change to Page 4, line 44 to add "that"; a change to Page 7, line 10 change to read that "Town Administrator Chambers replied yes but indicated it would not be addressed"; to Page 7, line 26 to remove "on the"; and to Page 4, line 36 to remove "of". Vice-Chairman Herman motioned to approve the amended minutes. Selectman Mannino seconded. All members were in favor.

3. REPORTS OF BOARDS & SPECIAL COMMITTEES:

-Board of Selectmen Goals. There was nothing new to report.

-DO-IT Committee. There was nothing new to report.

-Recycling Committee. There was nothing new to report.

-Recreation Commission. There was nothing new to report.

-Regional Water District. Vice-Chairman Herman indicated Nashua had made an offer to Pennichuck Water Works and copies were distributed to the Board of Selectmen for input and discussion. A motion of support was made at the last Regional Water District Committee meeting and it passed 7-2; Vice-Chairman Herman did not support it because the Committee had not been provided all the details of the offer Nashua put before Pennichuck Water Works. Vice-Chairman Herman informed the Board a Public Hearing would be held next to allow the public to ask questions and make comments. At that time, Town officials can discuss the issues specific to Milford. Every issue Milford brings up has to be addressed at the subsequent meeting of the Committee. Chairman Amato recommended the Board of Selectmen draft a list of concerns at the December 8 Board meeting to bring to the December 10 Regional Water District Public Hearing. Chairman Amato and Selectman O'Connell will attend the Regional Water District Public Hearing on December 10 after Shirley Carl's retirement party. Vice-Chairman Herman noted she did not want to just represent her own opinion; she wants to represent the Board's position. It was noted Public Works Director Bill Ruoff and Wastewater Superintendent Tom Neforas should attend the December 8 Board of Selectmen's meeting to share their thoughts on the Regional Water District with the Board..

-Merton Group. There was nothing new to report.

-Solid Waste Committee. There was nothing new to report.

-NRPC Update. There was nothing new to report.

-Impact Fee Committee. There was nothing new to report.

-Planning Board. There was nothing new to report.

-Conservation Commission There was nothing new to report.

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-Community Town Wide Planning Facilities Committee (CTWPF). There was nothing new to report.

-School Board. There was nothing new to report.

-Heritage Commission. There was nothing new to report.

-Personnel Committee. There was nothing new to report.

-MIDC. There was nothing new to report.

-Zoning Board. There was nothing new to report.

There were no other reports for this evening.

4. APPOINTMENTS:

- 5:30 p.m. - Non-Public Session-Legal. Vice-Chairman Herman motioned to enter into Non-Public Session, for the purpose of consulting with counsel, at 5:35 p.m. Selectman O'Connell seconded. All members were polled individually and assented to go into Non-Public Session. After discussion, Vice-Chairman Herman motioned to come out of Non-Public Session at 6:15 p.m. Selectman O'Connell seconded. All were in favor. No announcements were made.

- 6:00 - Interview of JerriAnne Boggis for a Heritage Commission Position. JerriAnne Boggis indicated she has lived in Milford for 21 years and is interested in the Heritage Commission because she is interested in history and its preservation. Ms. Boggis first heard about this Commission during the stone house situation (when a proposal to renovate or remove the historic granite house came to light and the Heritage Commission members became involved in an attempt to save it). She noted the stone house is such a treasure in the Town. Selectman O'Connell motioned to accept the nomination of JerriAnne Boggis to the Heritage Commission in Milford. Selectman Daniels seconded. All were in favor. Town Administrator Chambers indicated Ms. Boggis would need to see the Town Clerk to be sworn into her position.

- 6:10 p.m. - Harriet Wilson Project Proposal (JerriAnne Boggis). Ms. Boggis, Claudette Williams and Stacia Millant, residents, are requesting Board of Selectmen permission to have a memorial erected in the Town for Harriet Wilson who was the first African-American woman to publish a novel in America and she was from Milford. A permanent mural of Harriet Wilson will also be made at a high school in the State. Also, with this project, there will be three panel discussions on Harriet Wilson, to discuss race and poverty in the early 1900's. The kick-off event for this project will be on May 2, 2004. Chairman Amato asked where the memorial might be placed. Ms. Boggis replied their first choice was Emerson Park, the second choice would be the front of Town Hall, and another option is to erect it between the Congregational Church and the Historic Society. Vice-Chairman Herman asked about placing it near the Library? Ms. Boggis replied they had not considered that location because the State memorial will be located near a library. For the local memorial, they were thinking about a park-type area. Vice-Chairman Herman noted the library might change over the next few years, allowing additional areas for memorials. Selectman Daniels asked how big the memorial would be? Ms. Boggis explained there would be an open call to artists, so the size has not been decided. Selectman Daniels asked if the area on the Oval near the reading children had been considered? Ms. Boggis indicated she was told the Oval was too crowded. Ms. Boggis is just seeking Board of Selectmen permission tonight to proceed with this project.

Selectman Daniels asked if this project had been discussed with the schools? Ms. Boggis indicated there have been book discussions at the high school and a history group has been formed. The high school really got behind this project and wants to recognize Harriet Wilson; the kids thought it was amazing that this person came from Milford. Selectman Daniels asked if this project would be privately funded? Ms. Boggis replied it would be and indicated a nationally known artist was on the Harriet Wilson Project Board and would be assisting in the selection of the memorial and artist. A sculpted piece is what is being considered, but the artist will design the memorial. The works of several artists have been reviewed.

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Selectman O'Connell indicated she has read the book and found it fascinating, as did Chairman Amato. Town Administrator Chambers indicated the church owns the land being considered next to the Historic Society. Selectman O'Connell indicated she was concerned about Emerson Park as a location and the possibility of vandalism. Ms. Boggis noted the sculpture will probably be made of bronze and the Harriet Wilson project will maintain the memorial. Town Administrator Chambers suggested the Board of Selectmen members should work with the committee to locate a suitable place for the memorial. Chairman Amato and Selectman O'Connell agreed to work with Ms. Boggis on the location. In order to accept the State marker, Ms. Boggis indicated she needed Board of Selectmen signature. Selectman O'Connell motioned to give permission to this group to go forward with the project in theory. Vice-Chairman Herman seconded for discussion. *Discussion: Vice-Chairman Herman indicated there are two phases on this project - one for the State marker and one for the location of a memorial sculpture. DPW should also be notified and have input on the location. Town Administrator Chambers suggested once the locations are narrowed down, DPW would be notified. Selectman Daniels suggested the Board of Selectmen get a list together for three locations and the committee can come up with three ideas on the art and then get together. Ms. Boggis agreed to bring samples of some of the artists to get a feel for what is being considered.* All were in favor of the motion.

- 6:30 p.m. Foster Grandparent Program. Mediation Program Coordinator Kate Fitzpatrick and Host Homes Program Coordinator Mary Pat Jackson explained this proposed program would match-up elderly people with kids in need so that they can work with them on school projects in a non-confrontational format. It was noted this program is sponsored by Crotched Mountain School and there are some kids in Milford who could benefit from a program such as this. The elderly people could meet the kids in the Library Annex or at Town Hall and another person would be there as well whenever they meet and the elderly person would receive a stipend for up to 20 hours a week. Vice-Chairman Herman asked if the library has approved the use of the Annex? Ms. Fitzpatrick indicated she would speak with Library Director Art Bryan about it if the Board approval was received that night. Selectman Mannino asked what the purpose of this program was? Ms. Fitzpatrick explained it is for older people to mentor kids in a positive way. Selectman Mannino asked where the older people would be recruited? Ms. Fitzpatrick replied this program is in place at Crotched Mountain and there are older people available. Ms. Jackson indicated the people are available to mentor and they are screened prior to them being accepted into the program. Ms. Fitzpatrick indicated she and Ms. Jackson would just provide the kids and the place for them to meet. Selectman Daniels asked from where the funding for the stipend would come? Ms. Jackson replied the elders receive \$2.11 per hour for up to 20 hours per week and it is paid for through a federal grant. Selectman O'Connell indicated she worked at Crotched Mountain for a few years, saw this program in action, thought it was a good thing, and that she plans to volunteer for in the future. Chairman Amato asked how old the kids are. Ms. Jackson explained they are between 10 and 16 years old. Ms. Fitzpatrick also noted the Mediation space is used more during the night, so that space could be used for this program in the afternoon. Selectman O'Connell motioned to proceed with this program. Vice-Chairman Herman seconded. All were in favor.

- 6:45 p.m. - Request to Hold a Contra Dance on an Official Town Holiday and Fee Issues. Bill Fitzpatrick, resident, explained Contra Dances are held in Milford the 4th Friday of each month, and are sponsored by the Parks & Recreation Department, and pointed this out on a flyer he brought to the meeting. He indicated the dances had been taking place here since 1991 and Mr. Fitzpatrick asked if the Town would like to continue to offer this on the 4th Friday of each month? Town Administrator Chambers clarified the dances are held every 4th Friday of the month, barring Town holidays - it doesn't happen often but it does happen. John Redemske, resident, indicated these dances have occurred on the 4th Friday of each month since the early 1990's and consistency is the key for its participants returning. Town Administrator Chambers explained this November the 4th Friday falls on the day after Thanksgiving, which is a Town holiday - it used to be a floating holiday so it wasn't a problem, but now it is a regular holiday. Mr. Fitzpatrick advised as long as the organization knows of a date change in advance it is fine, so it can be scheduled at another location when it falls on a Town holiday.

Further, it was inquired if Milford wished to continue these dances taking place at Town Hall and asked if the Recreation Department still wanted to sponsor them? Chairman Amato indicated she would like to see the dances continue. Vice-Chairman Herman noted she thought the Recreation Department needed to decide if they wanted to continue to sponsor the dances. Dance Coordinator Frank Woodard indicated he had spoken with Recreation Director Kevin Tyska, who made it clear that the Town Hall would not be available the day after Thanksgiving, but last year when filling out the application requesting that date, they were not advised that date would not be available. Town Administrator Chambers explained last year when the application came in, there were three new people handling the applications, so it was an oversight. Mr. Fitzpatrick also asked about the space rental fee and if it would

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be going up? Town Administrator Chambers advised the current fee is \$50 for the dance. Mr. Fitzpatrick explained if the fee were to go up, they would need to know in advance in order to charge an adequate admission. Town Administrator Chambers advised Mr. Fitzpatrick to keep in touch with Mr. Tyska regarding the fees.

- 6:55 p.m. - Request to Solicit to Fire & Ambulance Employees for Supplemental Insurance. Insurance Agent and resident Russell Monbleau had presented information to Fire and Ambulance employees on supplemental insurance benefits. Mr. Monbleau has also spoken with Human Resources Director Ruth Bolduc and Town Administrator Chambers who suggested coming before the Board of Selectmen to seek approval to go forward and offer supplemental insurance to the volunteers of the Fire and Ambulance Departments. These benefits are independently purchased and would be offered to the volunteers at no cost to the Town. All are qualified for Section 125 tax status. Town Administrator Chambers asked if it could be handled without going through the Town Finance Department because the volunteers only get one payment check per year. Mr. Monbleau will look into that aspect with the insurance companies to see if they can handle the deductions directly. Vice-Chairman Herman asked if this has already been presented to the volunteers? Mr. Monbleau indicated it was so he could see if there was any level of interest before going further. It was also presented to the Personnel Committee. Town Administrator Chambers asked if the Board of Selectmen granted permission for this, would it be an annual policy? Mr. Monbleau replied they are annual policies, but the employee can withdraw at any time. A statement is provided to the employee stating what their benefits are. Town Administrator Chambers would not recommend the Board of Selectmen approve this with a payroll deduction because these employees do not get a paycheck every week, as they are volunteers. Vice-Chairman Herman motioned to allow Mr. Monbleau to approach Fire and Ambulance call employees with his insurance products as long as there is no administrative impact on the Town. Selectman Daniels seconded. All were in favor.

- 7:00 p.m. - Milford Democrats. Mr. Marot was not in attendance. Town Administrator Chambers explained Bill Marot, Milford Democrats representative, has been trying to obtain documentation showing the non-profit status for the Milford Democrats, in order that they can book space for upcoming meetings. It took a while, but he was able to get it. It was noted as the presidential candidates come to the State, they might want to come through Milford for rallies and other events sponsored by the Milford Democrats. However, the Milford Democrats might not have sufficient notification from the candidates to meet the requirement that events be booked at least three weeks in advance for use of the Town Hall. Town Administrator Chambers asked if the Board of Selectmen wanted to make exceptions to this rule over the next year with the presidential elections coming up. Vice-Chairman Herman asked if the political groups wanted to sponsor a candidate coming through Town, as long as the political group was willing to pay a late notification fee, is the Board willing to waive the 3-week advance notice rule? Selectman O'Connell indicated she felt there were plenty of places for candidates to meet without making exceptions to the rules. Selectman Daniels suggested if a candidate felt it was worth their while to come to Town, the Town should accommodate them. We need to find a way to waive the rule, advised Selectman O'Connell. Vice-Chairman Herman motioned to administer a \$25 rush fee to waive the 3-week notice for use of the Town Hall by political candidates only for the 2003/2004 campaign. Selectman O'Connell seconded. All were in favor.

-7:15 p.m. - Discussion of Cellular Phone Tower. US Cellular representative Ken Kozyra presented photos taken today depicting the existing towers on Town Hall. Currently on the roof there are nine antennas belonging to MACC Base, fourteen antennas total, and three more will be acquired. It was noted there is not a lot of room to add the three new antennas. US Cellular would need three antennas and six co-ax cables on the new tower. By reducing the amount of co-ax cable, it would reduce the amount of solid mass on the tower, which would cause less visibility issues and less wind resistance. This allows MACC Base to have many handheld antennas higher on the tower, which enables better reception.

Selectman O'Connell advised the tower is 70 feet tall; but how tall are the whips? Mr. Kozyra answered the whips are 20 feet in length. The antennas height will reach 90 feet. The current tower has antennas reaching to 70 feet. Selectman O'Connell asked how long this tower would meet MACC Base's needs? Mr. Kozyra explained this change would allow 17 frequencies. If MACC Base needs more, Selectman O'Connell asked if there is room for expansion? Mr. Kozyra replied he was having that answer reviewed; it would depend on the frequencies as well. Selectman O'Connell asked if US Cellular would come back in 2-3 years and ask for more height or more antennas? Mr. Kozyra replied there would be no need for US Cellular to add any more antennas on it; they have no interest in doing that. There is no room left to add future antennas and the tower will belong to the Town, not US Cellular. Selectman O'Connell asked where the liability rests, if there is a problem? Mr. Kozyra answered US Cellular would carry liability insurance and indemnify the Town against anything that is done which affects the Town and there

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would be an agreement to remove the tower if it is no longer needed. Once the Planning Board gives their blessing, then a structural engineer will sign off on the plan. That Planning Board meeting is scheduled for December 16. Chairman Amato indicated she would like to see less height. Mr. Kozyra could not get it shorter unless they motioned other equipment; he felt they have reached the end of the line and have done everything they can to make it smaller. Mr. Kozyra encouraged Board of Selectmen members to attend the December 16 Planning Board meeting.

5. UNFINISHED BUSINESS:

-Risk Management Proposal - Primex Insurance. Town Administrator Chambers spoke with Gary Stenhouse of Primex who explained this proposal will be in the form of a verbal agreement to work on a plan to develop a program that would help identify areas that have high claim rates in order to try and reduce them; the program would last for a couple of years. However, it was noted the Town is not committed to either the program or Primex for the full two years. Selectman Daniels motioned to go forward with this program. Selectman Mannino seconded. All were in favor.

-Pending Petition from Verizon and PSNH for Pole Licenses & Buried Cable and Conduit Location. Town Administrator Chambers indicated the issues with the poles on Whitten Road and on Union Street were taken care of. The Melendy Road and Young Road pole issues still need to be worked out. Town Administrator Chambers suggested signing the petitions. Vice-Chairman Herman motioned to sign the petitions, which were tabled at the November 10, 2003 meeting. Selectman O'Connell seconded. All were in favor.

-Request for Modification of the Employee ID Badge Policy. Town Administrator Chambers drafted language to change the policy in response to emergency department requests. The recommended language is as follows: The "Badge" must be maintained securely in the employee's possession when the employee is working. The "Badge" shall be offered as identification if requested by a member of the public or another Town employee. Whether or not employees must wear the "Badge" in a visible location on their person during working hours shall be determined at the sole discretion of the employee's department head." Vice-Chairman Herman motioned to change the policy with the recommended language. Selectman Daniels seconded. All were in favor.

-Discussion of Osgood Pond. The Army Corps of Engineers has done their costs analysis for the Osgood Pond dredging and land reclamation project. It was noted fifteen acres would be dredged while part of the pond would not be dredged to preserve the wildlife. The Army Corps will set up equipment and materials at Adams Park next to the pond, which would put the park out of commission for two years starting in September of 2004. It will go through the following fall and the field will be reclaimed the following year. The Town needs to agree to the 35% match, some of which is in the capital reserve fund. It is estimated it will cost \$2 million total. One or two dredges will be located on the pond. Trucks would take the solids the long way around to Old Wilton Road to the BROX property and deposit the material at the end of Heron Pond Road. The 35% match can include in-kind matches including the "rental value" of the perimeter of the pond, Adams Field, the road from Perry Road across the BROX property to Heron Pond Road, the 50 acres where the material will be stored and the easement value of the reclaimed wetlands on a portion of the BROX property from which materials were previously stripped. They would put the proper soil mix and native plants for the ecosystem in the reclaimed land. All that would add up to the 35% match except for \$19,000, which is already set-aside for this purpose. Two-thirds of the dredged materials would be used to reclaim the fields and BROX lands. The one-third of the materials left could be used in Town or sold. The Town needs to commit the \$19,000, commit the 46 cubic feet of sand, work on getting State permits, and create conservation easements as indicated on the map. It was noted this project would not cause a loss of a great deal of property since most of it is already protected wetland. The conservation easement is key, advised Town Administrator Chambers. Some of the industrial lots may need to be reconfigured. Selectman Mannino asked how much land would be lost in reclaiming the wetlands. Town Administrator Chambers indicated it would be 29 acres including 26 acres of actual wetlands, as identified. Vice-Chairman Herman noted the land could be sold, but could not be built on, due to its nature. Selectman O'Connell indicated the wetlands and buffers can still be part of the property, but just cannot be built on, and can be used as part of the open space requirements.

Selectman Mannino asked why the dredged material would be brought to the BROX property? Town Administrator Chambers replied it was originally going to be just stored and allowed to dewater at Adams Field, and then the Army Corps came up with the option of dredging the pond and reclaiming the wetlands and using the materials. Selectman Mannino asked if there was any way Adams Field could be kept out of this project? Town Administrator

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Chambers replied there was no way of that happening. Selectman O'Connell advised in the end, Adams Field will be reclaimed and there will be a boat launch on the pond. It was noted Conservation Commission Director Diane Fitzpatrick was going to contact Town Counsel Bill Drescher about putting the conservation easement on the property without it having to go to Town vote, and the Board of Selectmen can decide whether to go to Town meeting to let people know what is being done on the BROX property. Selectman O'Connell and Town Planner Bill Parker are also discussing doing a land swap. Selectman O'Connell motioned to accept the proposal and move forward. Selectman Mannino seconded. All were in favor. Selectman O'Connell indicated if it is taken to Town meeting, someone needs to sit down and get the language concise so the voters understand what is going on. Town Administrator Chambers is to notify MIDC then wait to hear from Mr. Drescher about the easements.

-Discussion of Awarding Certificates of Appreciation to Town Volunteers. Town Administrator Chambers felt a few certificates a week could be prepared by Executive Assistant Dawn Griska, as an acknowledgement of appreciation to all volunteers serving on committees, commission, and boards. Vice-Chairman Herman thought the Chairman would decide what would be presented and the Chairman would present them all. Chairman Amato suggested the volunteers be awarded certificates first, before meetings that Town employees attend. Chairman Amato would like all certificates done by March and be presented by the Board of Selectmen member on the committee.

-MACC Base Representative Position. Selectman Daniels asked what the Board of Selectmen's wishes are in regards to this item? Vice-Chairman Herman indicated the Board of Governors is now made up primarily of Board of Selectmen members from the towns it serves. The meetings are held on the third Thursday each month at 7:30 p.m. Selectman Daniels could be the Board of Selectmen representative if the meeting was not on the third Thursday of the month. Vice-Chairman Herman voiced her concern that with her giving up this position she does not want there to be a communication gap with the new person and this Board of Selectmen. There needs to be a very close relationship between that person and the Board of Selectmen. Selectman Daniels asked if the contract restricts who that person should be. Vice-Chairman Herman advised it has to be either an employee or a resident of the Town, but MACC Base cannot dictate who that person is. Right now, the BOG meets once a week, but in the past, it has been once per month. Vice-Chairman Herman is okay for now with the contract negotiations until the end of 2003. The next meeting is December 4. Any support at these next few meetings would be appreciated. The contract ends December 31 at midnight and Vice-Chairman Herman wants to stay with the BOG until that time, and let someone take over the Regional Water District meetings. Selectman Daniels will see what he can arrange in his schedule for the next year and may be able to take over as MACC Base representative January 1.

-Fire Wards Transition. Vice-Chairman Herman indicated she would like there to be a double check so that the Fire Chief must have Board of Selectmen approval for policy additions or changes. The Fire Wards reviewed everything the Chief did, so Vice-Chairman Herman is hoping that the Board of Selectmen could take over that review. It was not the intention of the Fire Wards that they are made up of all firemen - it was to keep a balance. Town Administrator Chambers also noted Human Resources Director Ruth Bolduc and Chief Pauley are working on the job descriptions.

-Town Wrecker Rotation Policy. While in the process of updating the Town Wrecker Rotation Policy Town Administrator Chambers spoke with many people and found out the State does not regulate tow trucks and has not done so since 1995. A policy update is still in process.

-Consideration of a Traffic Light at the Nashua St. & Power St. Intersection. Town Administrator Chambers spoke with Richard Hillman, representative of Saint – Gobain, who indicated another two checks would be sent to help fund, in part, a traffic study of Nashua Street. More information will be available for the next Board of Selectmen meeting.

-Intersection of Savage & McGettigan Roads. This item is waiting for a response from Town of Wilton.

-Non-Public Session - Union Negotiations. Vice-Chairman Herman motioned to enter into Non-Public Session, for the purpose of union negotiations, at 10:30 p.m. Selectman O'Connell seconded. All members were polled individually and assented to go into Non-Public Session. After discussion, Vice-Chairman Herman motioned to come out of Non-Public Session at 10:38 p.m. Selectman O'Connell seconded. All were in favor. No announcements were made.

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6. NEW BUSINESS.

-Form of Town Government Study Committee. Vice-Chairman Herman indicated she had spoken with some of the people interested in this committee and they have informed her they are ready to go forward in the development of a committee tasked with discussing the possible future need of the Town to have a new form of government. Town Administrator Chambers asked how to organize the people and what their charge will be. A date needs to be set up for the first meeting and all participants should be invited to attend. Selectman O'Connell and Vice-Chairman Herman volunteered to come up with verbiage on the charge and organization of the committee. The timeline, mission, charge for the community, how long the committee member's terms be and will a Chairman be nominated - all these questions will be addressed at the next Board of Selectmen's meeting. It was noted meetings would need to be posted; minutes taken, and meeting space would need to be reserved.

-Request for Fee Clarification & Possible Waiver for the Milford Area Players. The Board of Selectmen had previously voted to reduce the space rental fee to \$500 for the for the Milford Area Player's production of "Lost in Yonkers". The bill ended up being \$975 for janitorial services plus the \$500 for the use of the Town Hall. The policy for the fees and janitorial services was changed during the production, which doubled the cost to the Milford Area Players. If the policy had not changed, the total janitorial bill would have been about \$475. Vice-Chairman Herman felt the overtime janitorial charges could not be changed, but the space rental fee could be adjusted. Chairman Amato requested leniency for this group who put on the play during November. Selectman Daniels asked what had been done in the past. Chairman Amato indicated the janitorial fees were waived in the past. Selectman O'Connell motioned, because the policy was changed half way through rehearsal, to have the Milford Area Players pay a \$475 janitorial fee along with the \$500 usage fee. Selectman Mannino seconded. All were in favor. Town Administrator Chambers asked how to handle their application for use of the Town Hall in the spring? Selectman O'Connell suggested the group change the hours they were at Town Hall to stay away from the overtime. Chairman Amato asked that the application be held for now. Selectman Daniels motioned to table this issue. Vice-Chairman Herman seconded. All were in favor.

-Request for Board Authorization of Chairman Signature on State Grant Application (Project No. C-262, C-482, & C-626 Grants). It was noted this application was for scheduled payments for wastewater grants in calendar year 2004, under the Annual Installment of State Grants. Selectman O'Connell motioned to authorize Chairman Amato to sign on behalf of the Board of Selectmen. Vice-Chairman Herman seconded. All were in favor.

-Request for Authorization to Apply for FEMA Firefighter Grant. Chief Pauley has requested Board of Selectmen approval to apply for a Federal Emergency Management Agency Fire Act Grant in the amount of \$9,000 for the purchase of a National Fire Protection Association "Sparky Hazard Safety House" prop. The \$900 match would be funded in the 2004 Fire Department Operating Budget. Selectman Mannino motioned to approve the application for this grant. Vice-Chairman Herman seconded. All were in favor.

-Discussion of Abandoned Manufactured Home. The owner of this property cannot remove the abandoned mobile home and replace it until the taxes are paid. The park owner will pay to remove the abandoned trailer and agrees to pay half the back taxes. Town Administrator Chambers recommended the Board of Selectmen accept this offer. Selectman O'Connell motioned to approve the arrangement recommended by Town Administrator Chambers. Vice-Chairman Herman seconded. All were in favor.

-Request for Recommendations on Roles & Responsibilities for the Traffic Safety Committee. Town Planner Bill Parker has requested concurrence and guidance from the Board of Selectmen on the items discussed at its first Traffic Safety Committee meeting October 29.

1. The Committee felt it should act on traffic safety-related items that are first directed to the Board of Selectman and then referred to the Traffic Safety Committee. The Board of Selectmen agreed with this, but added the Committee should review the Traffic Ordinances annually.
2. The Committee would then review and analyze the item or issue and provide a recommendation back to the Selectmen. The Selectmen should be the final deciding body. The Board of Selectmen agreed with this.

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3. The Committee did not feel it was appropriate to become involved with traffic-related issues that are normally part of the Planning Board's customary subdivision and site plan review. The Board of Selectman did not concur. They felt the Traffic Safety Committee should be added to the Planning Board's site plan review checklist.

Selectman Daniels suggested this Committee should come up with a list of items that did not seem right, then they could take the list to the Board of Selectmen for recommendation on whether they should be discussed. Town Administrator Chambers indicated there was \$2,000 available for this Committee for consulting and \$1,500 for training in the 2004 budget. The Committee can use the money and do not need to come to the Board of Selectmen for approval. Vice-Chairman Herman motioned to have the Committee continue based on the above input. Selectman Daniels seconded. All were in favor.

-Request for a Parade - Bektash Shriners. The Bektash Shriners of Concord have requested Board of Selectmen approval to hold a parade on May 8, 2004 at 1:00 p.m. Vice-Chairman Herman indicated this was the major fundraiser for this organization. Vice-Chairman Herman motioned to approve. Selectman Daniels seconded. All were in favor.

-Discussion of Police Computers & Fire Station Servers. The Board had asked Town Administrator Chambers to find out if the proposed Fire Department server and Police Department computer replacements proposed in the 2004 budget could be funded from the 2003 budget. She advised this could be done with \$15,000 from the Police budget, \$5,000 from the Fire budget and the remainder from the benefits budget. The purchase would need to be made by the end of 2003. Selectman Daniels indicated he felt this was money that would have been given back to the taxpayers who did not even get a chance to decide if they wanted this equipment. Town Administrator Chambers advised the software upgrade was causing a "need to happen" issue. Vice-Chairman Herman asked if the Police computers could tie into the type of computer system Amherst was using. Town Administrator Chambers advised the Town's software company was writing a new program. Selectman Mannino asked if the Police have IMC now? Town Administrator Chambers replied they do and the new one being written is another module to that. Town Administrator Chambers explained the warranty on the laptop computers is expired.

Selectman Daniels suggested removing a cruiser from the 2004 budget in order to get the laptops in the budget. Town Administrator Chambers expressed she would rather see a cruiser taken out of the budget than these computers. Selectman Mannino felt if the laptops were not bought, officers would need to spend more time at the station doing paperwork, - these computers allow them to do reports in the cruiser. Vice-Chairman Herman agreed with removing a cruiser from the 2004 budget and putting the laptops in the budget instead. Selectman Daniels motioned to take no action. Vice-Chairman Herman seconded. All were in favor. Town Administrator Chambers further explained DPW has also requested a computer for use by the DPW mechanic to track the work done on the vehicles. Selectman Daniels motioned to approve an older computer be given to DPW for use in tracking vehicle maintenance. Vice-Chairman Herman seconded. All were in favor.

-Budget Transfer - Reallocation of 2003 Recreation Budget. The Finance Director Rose Evans has requested a transfer from the Recreation Revolving Fund to the General Fund in the amount of \$80,000 to organize the recreation finances, as they should be presented, as has been discussed with the Recreation Director and the Recreation Committee. Selectman Daniels motioned to approve. Vice-Chairman Herman seconded. All were in favor.

-Reaffirmation of Quarter 3, 2003 Manifest. Upon motion made by Selectman O'Connell and seconded by Vice-Chairman Herman, it was unanimously agreed to approve the Town of Milford Manifest FY2003 Quarter 3, which are attached hereto and made a permanent part of these records.

-Request for Water/Sewer Abatement. An abatement request was unanimously approved on motion made by Vice-Chairman Herman and seconded by Selectman Daniels as follows:

<u>Account</u>	<u>Location</u>	<u>Sewer</u>	<u>Water</u>	<u>Total</u>
6215903	Sun Works Tanning	\$568.40	0	\$568.40

-Discussion of 2003 Town Report Cover. The Board discussed several options and made a decision on the photo to use on the Town Report cover.

MINUTES OF BOARD OF SELECTMEN MEETING – 11/24/2003

7. ITEMS NOT ON THE AGENDA.

-Barrett Golf Course. Chairman Amato noted she was concerned about the Barrett Golf Course and would like to have Board of Selectmen input on that site because of its proximity to the EPA site and the Savage Well. Chairman Amato suggested getting the Board of Selectmen on the routing of the Planning Board's golf course documentation. Chairman Amato noted she had nothing against the golf course, but was concerned about digging and then irrigating the site. Selectman O'Connell noted she wanted to make sure the facts are straight. Vice-Chairman Herman thought that was why a Board of Selectmen member was on the Planning Board. Chairman Amato's concern was if Selectman O'Connell does not attend a meeting, then the information would not be conveyed to the Board of Selectmen. Selectman O'Connell offered for members to voice their concerns to her about that site and she would address those concerns with the Planning Board. Vice-Chairman Herman motioned that the Board of Selectmen hopes that the Planning Board will keep in mind the effect on the remediation of the EPA site and the future effect on the municipal water supply. Selectman Mannino seconded. All were in favor.

-GIS. It was noted the committee working on the GIS Implementation Plan recommended the money in the 2004 Planning Department budget for aerial photos be used instead for a needs analysis instead. Vice-Chairman Herman asked if there was any duplication of what NRPC does; a lot of money is paid to NRPC. Town Administrator Chambers advised that consideration would be part of the needs analysis. Vice-Chairman Herman motioned to approve the change. Selectman O'Connell seconded. All were in favor.

-Lions Decorations. The Lion's have requested permission to decorate the bandstand for the holidays, as has done in the past and DO-IT will decorate with garland and the lights/poles. Selectman Mannino motioned to approve. Vice-Chairman Herman seconded. All were in favor.

-Budget Committee Meetings. Upcoming meetings of the Budget Advisory Committee and Board of Selectmen are scheduled for December 23 and December 30 at 7 p.m.

- Non-Public Session – Personnel. Vice-Chairman Herman motioned to enter into Non-Public Session at 10:38 p.m. for the purpose of discussing a personnel issue. Selectman Mannino seconded. All members were polled individually and assented to go into Non-Public Session. After discussion, Vice-Chairman Herman motioned to come out of Non-Public Session at 10:45 p.m. Selectman Daniels seconded. All were in favor. No announcements were made.

8. INFORMATION ITEMS.

9. ANNOUNCEMENTS.

-Next BOS Meeting. The next regular meeting of the Board of Selectmen will be Monday, 8 December 2003, at 5:30 p.m.

There being no further business to come before this Meeting, the Board adjourned at 10:30 p.m.

Chairman

Vice-Chairman
